

Report for Week Ending 30 April 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

✓ a. CIA Library, OCR

(2)
A proposal has been submitted to Mr. ARO/OCR, which provides additional filing space for the Library Book Collection. If accepted the proposal will handle normal expansion of this collection for another 26 to 30 months. Some of the additional filing space can be gained by adding shelving to one end of the Reading Room Area at a cost of approximately \$500 as compared to the cost of \$1600 to rearrange and add shelving in the present stack area. Project complete.

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✓ b. Map Library Division, ORR

Approved floor plans for the have been submitted to the Chief, Administrative Staff together with a Staff Study prepared by Mr. These were approved and a requisition submitted to the Office of Logistics for procurement of the required shelving. Purchase Branch/OL has been requested to process the requisition but to hold up on awarding a contract pending approval of securing the area in question by the Director of Logistics.

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25X1A6
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Filing equipment now in use consists of 139 cabinets valued at \$11,543 with a capacity of 1200 cubic feet. Expansion requirements through December 1961 will require an additional 30 - 5 drawer cabinets valued at \$2700 and will provide for a total capacity of 1512 cubic feet. Shelving required to store the present volume and expansion thru 1961 will cost approximately \$4800, thereby releasing 139 cabinets for use elsewhere. Cost of storing this material on shelving is about \$2.95 per cubic foot as compared to about \$9 in 5 - drawer cabinets. Cabinets now require 560 square feet of floor space as compared to 276 square feet which shelving will require. When the is moved to the New Agency building, only 207 square feet will be required for these files since the shelving can be erected to eight shelves high as opposed to 6 shelf limit now.

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2. Assignments

25X1A9A ✓ a. Installation of Subject-Numeric Files in Office of Scientific Intelligence

Installation of a historic file in the Executive OSI continues. This project is approximately 75% complete.

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✓ b. OTR, Records Control Schedule

The Reading Laboratory's schedule has been approved. This action completes all of Headquarters with the exception of the Operations Support Faculty and the Orientation and Briefing Officer, Approved

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- ✓ c. Improved Filing System for Biographic Profiles, Selection Staff, OP, []

No change from previous report.

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- d. Assistance to ARO/OP in OP Internal Memo on Records Maintenance . []

new
Reviewed with ARO/OP draft of proposed OP Memorandum restating OP's Records Management Program and notifying OP of change of ARO from RSD to Projects and Procedures Staff. Discussed drafts of proposed revisions of previous OP issuances on other phases of Records Management.

- ✓ e. Office of DDS. []

No change.

- ✓ f. File Systems - ORR Geographic Area []

Installation of subject-numeric file system has been completed in the Processing Branch, Library Division. This completes the Geographic Area project which consisted of a total of 13 separate file installations. All administrative files of ORR Divisions and Area have been converted to the subject numeric file system. Installation of the file system will commence next week in the OAD and Staffs.

- ✓ g. Records Management Survey - Office of DCI []

Report of survey is being drafted. Visited the Registry Office serving the Office of the Secretary of the Navy to study the mail handling activities and file system.

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- Installation of Subject-Numeric Files in Office of Director of Personnel []

80% complete. On 28 April briefed Assistant Executive Officer and 5 secretarial employees on Subject-Numeric File System and status of D/Pers installation. Completed inventory of records material (maintained in 9 safes in 6 rooms and used by 11 employees). Developed filing plan for one Subject-Numeric file with separate sections located near using employees. Screened 10 cu. ft. of records dating from 1947; refiled 5 cu. ft. under new system; recommended retirement or destruction of 5 cu. ft.

- ✓ i. Acquisition Branch Library, OCR []

No change from previous report.

- ✓ j. Comptroller/Machine Records Division []

No change from previous report.

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